

Project Name

# MARINERS JOINT USE LIBRARY



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## **I. INTRODUCTION**

The Mariners Joint Use Library (MJUL) project offers an exciting partnership between the City of Newport Beach (CNB) and the Newport-Mesa Unified School District (NMUSD). The MJUL project will combine the current Mariners Branch Library and the Mariners Elementary School Media Center into a co-located library facility. The building program evolved to meet the needs identified in community, and school meetings. The needs assessment process for the MJUL project identified a number of important qualities, programs, and services that the new library will have to provide. The process diligently considered the needs of both the community and the schools that will use the MJUL. The major needs include:

- Provide MJUL users with outstanding resources, service, and state-of-the-art library technology.
- Identify programs, actions, and initiatives to make the MJUL an important community and cultural center.
- Expand collections, increase library space, and provide comfortable youth and adult seating.
- Establish effective quality library services to the youth of the community through their years of development to instill a pattern of lifelong learning.
- Extend library hours to meet school needs, increase security, start a Teen Center, set up a preschool center, and create a well-designed Community Room.

### **A. Project Overview and Timeline**

The current Mariners Library is the largest branch of the Newport Beach Public Library (NBPL). The Mariners Branch Library was built in 1963. The facility has seating for 57 customers. The school media center at Mariners Elementary is a portable building. The media center was moved to this facility in 1999 to make room for an additional classroom. Both the library facilities lack the infrastructure to support an increased number of Personal Computers (PCs). The limited number of PCs in the Mariners Branch restricts customer access to the library's databases. Information literacy is a major goal of the NMUSD. In the current school media center, there is one PC with access to the Internet.

The students' development of information literacy is hampered in the current environment. For the past eighteen months meetings, have been held with the Board of Library Trustees, library staff, NMUSD Board Members, District staff, and with the community. A demographic analysis of the community shows a changing community with various needs. The City of Newport Beach (CNB) community population of the MJUL service area in 1980 was 23,079. The population grew by 11% between 1980 and 2000, and the service area currently has 25,615 residents. According to the Center for Demographic Research at California State University Fullerton, the population of CNB is expected to grow 17% by the year 2020. At this rate the MJUL project service area will increase to 30,021 residents by the year 2020.

It is important to note that while the general population of the MJUL project area grew 11%, the school population grew by 13%. The service area currently has a larger population of adults aged 55 and older than either the state or the national average. The new facility will meet the needs assessment in the following ways:

- Seating will increase from 57 to 121.
- PCs will increase from 12 public computers to 40 public computers.
- The children's room will be divided for public access and for school access, addressing the concerns for security during school hours that has been expressed by the school parents.
- The Community Room will be accessible to the school, the library, and the community providing programming and meeting space.
- A Teen Corner will provide study space and a meeting place for junior high and high school students.
- Adults will be separated from the children's room alleviating the noise.

#### Project Timeline

Timetable	Date
Land Use Permits	N/A
Site Purchase/Exchange Agreement	June 11, 2002
Schematic Plans Completion	December 1, 2002
Design Development Plans Completed	March 1, 2003
Working Drawings 90% Completion	June 15, 2003
Construction Documents Completion	August 1, 2003
Project Advertised for Bid	August 1, 2003
Start of Construction	September 15, 2003
Mid-Point of Construction	March 15, 2004
Opening of library to the public	September 15, 2004
Final Fiscal & Program review Completed	October 15, 2004

#### B. Relationship of the Library Building Program to the Design Process

The Library Building Program was critical to the architectural design process, for the program directed building to site relationships as well as the relationships of the spaces within the new library.

Site Programming – The existing site allowed direct access from Mariner's Elementary School to the proposed joint use library. This programming aspect led to the children's area to be placed as close as possible to the existing school. The Library Building Program established the total necessary size of the proposed library. The affect of the overall size of the library on to the adjacent library was analyzed during the early design process. To minimize encroachment on the existing park, a linear design was developed which minimized the intrusion of the new library on the park area. Finally, the site planning design studies placed the parking to be provide easy access from the adjacent street and easy access to the entrance to the building.

Building – The Library Building Program clearly defined the necessary relationships and sizes of all the spaces. The architectural design followed the preliminary "bubble" diagrams developed in the Library Building Program. Key elements included having a single public entrance, which is monitored by staff, and a separate school children only entrance. Potential after-library-hours elements (meeting room, restrooms) are grouped so that the library can be closed off and secured. The adult area was located to have some separation from the children's area, while sharing the public entrance. The staff areas were consolidated to allow easy access to all components. The Circulation Desk and Reference Desk have visual contact to allow dual monitoring of the library.

C. Roles and Interrelationships of the Library Building Team Members

The building program committee consisted of NBPL staff and NMUSD staff. Represented on the committee were the following individuals:

NBPL:

LaDonna Kienitz, Community Services Director/City Librarian

Darlene Gaetano, Assistant City Librarian

Judy Kelley, Youth and Branch Services Manager

Melissa Kelly, Circulation and Training Manager

Susan Warren, Collection Development Manager

Phyllis Scheffler, Mariners Branch Manager

Gina Moffitt, Children's Librarian

NMUSD:

Bonnie Swann, Director of Elementary Education & Curriculum K-6

Steve Glycer, Director, Educational Technology

Pam Coughlin, Principal, Mariners Elementary School

Members of the committee complimented each other as follows, LaDonna Kienitz, Community Services Director/City Librarian and Bonnie Swann, Director, Elementary Education & Curriculum, K-6, NMUSD each represented the administrative viewpoint of their respective institutions. Policy issues that arose during the development of the program were handled at this level or referred to the City and School District. Darlene Gaetano, Assistant City Librarian and Steve Glycer, Director of Educational Technology, NMUSD worked closely on technology issues, and ensured that the new facility would incorporate both NMUSD technology plan as well as NBPL's technology plan in the new building. Judy Kelley, Youth and Branch Services Manager, NBPL, and Pam Coughlin, Principal, Mariners Elementary School, NMUSD, were part of the Public Library/School

District Committee and reflected the needs as expressed by the committee as well as their respective institutions. Melissa Kelley, Circulation and Training Manager is also Facilities Manager at NBPL. She was a key player on the library's facilities task force and also participated in the planning of the Central Library in the early 90's. Gina Moffitt, Children's Librarian, NBPL, was appointed to the committee for her knowledge of children's services and her day to day experience as a Children's Librarian. Phyllis Scheffler is Branch Manager at the current Mariner's Branch Library and complimented other members of the committee for her knowledge of branch operations. Susan Warren, Collection Development Manager, NBPL was involved in writing the building program for the Central Library as well as her expertise in collection development.

## **II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING**

### **A. Occupancy by Staff and Customers**

The library contains seating for 121 customers. Queuing space is provided at all public desks (Circulation, Adult Reference, Children's Reference). The Community Room will provide occupancy for 110 individuals, and the children's Program Room can accommodate thirty children on floor cushions. The homework center will provide seating for five school age children and seating for one instructor. Total number of staff seating equals 13. Division space will hold the following number of occupants based on the 1998 California Building Code:

Non-Assignable Space	151
Children's Room	62
Circulation Services	15
Community Room	110
Adult Services	<u>94</u>
<b>Total Occupants</b>	<b>417</b>

### **B. Type and Size of Collections**

The proposed MUJL collection is broken down as follows:

Adult/Young Adult Materials	52.03%
Children/Juvenile Collection	47.97%

The MJUL will include general reference materials and materials of wide general use for circulation. Online databases will be available in all areas of the library as well as the branch KidScene homework center. Children's collections will address the needs of newborns through students in the twelfth grade. Materials will be selected to stimulate learning by the pre-school child and the beginning reader, to fill the recreational needs and informational needs of older children and to supplement school assignments. The adult collection will focus on popular library materials by emphasizing new books, books on compact disc, videos DVDs, music on CD, magazines and newspapers.

*(See Exhibit A – Libris Design, pp. 4-1 — 4-4)*

**C. Flexibility and Expandability**

To insure flexibility, the new Mariner's Branch Library features few bearing interior partitions, except at the restrooms and Meeting Room. This means that most of the interior space can be reconfigured as needed in the future. In addition, interior columns are spaced at an optimum dimension to facilitate relocation of book stacks and furnishings. The proposed floor slab is all at one level and will have under floor Walker Ducts to accommodate redistribution of power and data as necessary. All of these features will help maximize flexibility of use of this new library facility.

The new library is located at the edge of an existing Park – to the east. Future expansion will be to this side of the building. The exterior walls at the park side will generally be of "post and beam" construction to allow for the expansion. This, coupled with minimal interior walls, will allow for the addition and reorganization of stacks and furnishings.

**D. Staff Efficiency**

The new Mariner's Branch Library fosters staffing efficiency in a number of ways.

First, the Circulation Desk and Reference Desk are located with direct sightlines to each other, which will allow one desk to provide help to the other when needed at busy times. Due to the Joint Use nature of the project, a separate Children's Room staff desk accommodates both School and City Library staff. The Reference Desk in the Adult area has visibility of 90% of the Adult Area of the Library and the Circulation Desk has visibility of about 50% of the Adult Area. The Librarian's office is located adjacent to the Workroom and Young Adults area and has windows for visibility to both areas. Self-checkout stations and OPACS are located close to the entries of both the Adult and Children's sections, which will foster "self help" and minimize staffing. Finally, the Workroom is located directly behind the Circulation Desk (and will have visibility to the Circulation Desk via a window) which will allow the Circulation staff to be completing other duties when not needed at the Circulation Desk.

**E. Energy Efficiency**

The building envelope will be designed to minimize heat gain and loss to the outside through the use of effective insulation, broad overhangs at windows, and high performance double-glazing.

The HVAC system will be very energy efficient, high performance and will include a built-in energy management system. At this early stage, we envision a four pipe system with water-cooled high efficient chiller and boiler. Recent energy analysis has proven this system to be more fuel-efficient than VAV systems.

Indirect light from clerestories will help reduce lighting needs during daytime use. Lighting will be provided by high efficient lamps and lighting fixtures. The building will have occupancy sensors for control of lighting in individual spaces in concert with an energy management system. All plumbing fixtures will be low flow and water heating will be by an efficient loop system with re-circulating pump.

**F. Fenestration**

All window glazing will be tinted, low E and double-glazed. Broad overhangs and extended vertical architectural elements will help shade window areas and minimize direct heat gain and glare. Much of the clerestory glass in this building will be oriented to the north to minimize heat gain, and high performance glazing will be to minimize UV



infiltration. Operable interior shades will be provided at all windows at the Meeting Room to facilitate daytime usage.

G. Space Finishes

Institutional quality finishes will be selected for all interiors maximizing durability and ease of maintenance. Tile is planned for the lobby area floors. Integral corner protectors and durable wall coverings will protect walls. Restrooms will have ceramic tile floors and walls to facilitate maintenance. The use of carpet squares is planned so that areas of high wear can be easily replaced when needed. Ceilings will be non-directional suspended acoustical tile with a semi-recessed track. Colors will be soothing and reflect the natural environment.

H. Access for the Disabled

The new Mariner's Branch Library will be 100% accessible to the disabled. Designated handicapped parking spaces will be provided with ramping up to the entry sidewalk that leads directly to the entry. The front doors will be power assisted. All interior doorways, restrooms and aisles will conform to Title 24 Standards. Interior signage will also feature Braille for the sight impaired. Low-level counters will be built into all public counters for access by those in wheelchairs.

I. Acoustics

The new Mariner's Branch Library will have subdued interior acoustics. Noise infiltration from exterior sources, such as traffic, will be mitigated by double-glazing. The HVAC system will be designed to have ambient noise levels below 55db. Interior finishes including acoustic ceilings; carpeting and upholstery will help absorb interior noise generated by patrons. Special fabric covered acoustic panels will be integrated into the design of the upper wall areas. The majority of the Children's Area will be separated from the other areas of the library by partitions and is located directly adjacent to the Lobby to minimize disruption to other library functions. A separate entrance is provided specifically for use by School staff and children.

J. Environmental Conditions (HVAC)

The HVAC system will be very energy efficient, high performance and will include a built-in energy management system. At this early stage, a four-pipe system with water-cooled high efficient chiller and boiler is envisioned. This system will facilitate maximum zoning control throughout the building and minimize ducting costs. The Meeting Room, lobby, and restrooms will be zoned so that they can operate independently from the rest of the building to facilitate operation when the library may be closed.

K. Illumination

All interior lighting will utilize the latest in energy efficient light sources. General lighting will feature indirect lighting from fixtures concealed above ceiling soffits, etc. Non-glare, recessed task lighting will be provided over seating areas, computer stations, and public counters. Pendant light fixtures will be centered between book stacks to provide required lighting levels per State standards. Lighting at the Program Room and Community Room will have dual, dimmable systems (recessed wall washing light fixtures and recessed ceiling fixtures) to facilitate a wide variety of functions.

**L. Power and Data Communication Requirements**

Power and data distribution systems will be maximized in the entire library via the use of an under floor Walker Duct system. The library will be designed so that a computer could be utilized at every desk or table in the library. In addition, this under floor duct system will facilitate future reconfiguration of library or the installation of new data systems by providing in-floor power and data distribution conduit throughout every area of the library.

**M. Security Systems**

The new Mariner's Branch Library will have a "state-of the-art", low voltage security system for intrusion and fire protection. Keypads will be located near staff access doors so that the system can be easily armed and disarmed. The system will include glass break detectors, motion detectors and smoke detectors and will be connected via a direct dial system with a 24/7 monitoring station. The Meeting Room, Restrooms and Lobby will be separately zoned for off hour's usage. Additionally, surveillance cameras will be placed in the Lobby area, entrances and in the Children's Area. The cameras will be monitored at two or three separate locations utilizing split-screens.

**N. Signs**

The library will be identified by a prominent, illuminated monument sign visible from Irvine Avenue, which will be integrated into the landscape and compatible to the architectural design. In addition, another illuminated sign will be located on the building to help identify the entry. Interior signage will be designed by our Interior Designer and will clearly identify all main areas, desks and features of the Library. Interior signage at restrooms, etc. will feature Braille notation.

**O. Audio/Visual Equipment**

The new Mariner's Branch Library will have an audible PA system throughout the library. The Program Room will have recessed coved lighting that can be adjusted to change the color and the intensity of the lighting on the ceiling. Additional conventional lighting will be dimmable and designed to accommodate a wide variety of presentations. The Community Room will also be designed to accommodate a variety of media presentations including verbal presentations, slides shows, movies, and small musical and theatrical presentations. Lighting controls and PA hookups will be provided adjacent to potential podium locations. Equipment will be portable and mounted on rolling carts, which can be stored in a lockable adjacent Storage Room when not in use. In addition, an electric projection screen will be recessed in the ceiling. All windows at the Program Room and the Meeting Room will have operable shades.

**P. Visual Supervision**

The circulation and reference service desks are within direct sightlines of each other. The reference desk has 90% visibility of the adult area of the library and the circulation desk has visibility of approximately 50% of the Adult Area. The Circulation Desk is located near public restrooms for visual supervision. Additionally, surveillance cameras will be placed in the library and monitored at two or three separate locations.

Q. Master List of Furniture and Equipment

# New Sq. Ft. Summary for Furniture & Equipment Stipend

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b><u>Inventory Items:</u></b>			
Art Print	1	0	0
AV Bin, Depressible	2	20	40
AV/Technology Equipment Cart, Large	2	15	30
AV/Technology Equipment Cart, Small	1	10	10
Bar Code Reader, Fixed Mount	2	0	0
Book Bin, Depressible	2	0	0
Book Bin, Depressible	3	20	60
Book Truck	19	10	190
Bulletin Board	2	0	0
Button Making Machine	1	0	0
Cabinet, AV Equipment	2	15	30
Cabinets, Above Counter	24	0	0
Cabinets, Above Counter (Lockable)	12	0	0
Cabinets, Below Counter	24	0	0
Cabinets, Below Counter (Lockable)	12	0	0
Case, In-Wall Display	2	0	0
Cash Register	1	0	0
CD/Cassette Tape Player	1	0	0
Chair, Café	4	0	0
Chair, Juvenile	32	0	0
Chair, Lounge	17	35	595
Chair, Meeting Room - Stacking	110	12	1,100
Chair, Reader's	60	0	0
Chair, Staff Lounge	4	35	140
Chair, Task	19	0	0
Chair, Technology Workstation	10	0	0
Chair, Visitor's	4	15	60
Chair, Visitor's	1	0	0
Chair, Visitor's	1	15	15
Change Machine (Bill & Coin)	1	15	15
Children's Craft Counter	1	40	40
Cleaning Cart	1	0	0

Furniture and Equipment	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b><u>Inventory Items:</u></b>			
Clock	6	0	0
Coffee Maker/Um	1	0	0
Commode	8	0	0
Computer Stand	2	20	40
Computer, OPAC Desktop	12	0	0
Computer, Public Desktop	7	0	0
Computer, Staff Desktop	12	0	0
Copier, B&W Countertop	1	0	0
Copier, B&W Freestanding	2	50	100
Credenza	1	25	25
Cushion, Floor	30	10	210
Desk, Clerical	2	55	110
Desk, Clerical W/ Return	1	60	60
Desk, Supervisor's	1	60	60
Diaper Changing Counter	2	0	0
Dolly, Chair	6	15	90
Dolly, Table	4	15	60
Drinking Fountain	1	0	0
DVD Player	1	0	0
FAX Machine, Desktop Coin-Operated	1	0	0
Fax Stand	1	20	20
File Cabinet, Lateral (Two Drawer)	3	20	60
File Cabinet, Vertical (Four Drawer)	2	14	28
Fire Extinguisher, Halon	1	0	0
First Aid Kit	2	0	0
Flip Chart With Stand	1	30	30
Garbage Bin, Interior	3	15	45
Hand Dryer	4	0	0
Hot Water Um	2	0	0
Kitchen Unit	2	25	50
Ladder, Step	1	0	0
Lamp, Desk	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Locker	12	5	60
Mat, Anti-fatigue	2	0	0

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b><u>Inventory Items:</u></b>			
Microwave Oven	1	0	0
Mirror	4	0	0
Mirror, With Shelf	5	0	0
Mop Bucket	1	4	4
Paper Cup Dispenser	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	8	0	0
Printer, Ink-Jet (B&W)	2	0	0
Printer, Laser (B&W)	6	0	0
Printer, Receipt	5	0	0
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted Data	1	0	0
Queuing Space (Per Person)	18	6	108
Rack, Literature Display Handout	2	0	0
Recycling Bin	4	15	60
Router/Switch	1	0	0
Safe, Wall	1	0	0
Security Camera, Color	1	0	0
Security System Book & Media Resensitizer	3	0	0
Security System Gates, Inventory Control	1	35	35
Security System Gates, Inventory Control	1	75	75
Self Check-Out Counter	3	30	90
Self Check-Out Machine	3	0	0
Self Check-out Machine Stand	1	25	25
Shelving, Industrial	1	15	15
Shelving, SF 45"h Steel W/ 3 Shelves	1	12	12
Shelving, SF 60"h Steel W/ 5 Shelves	1	12	12
Shelving, SF 60"h Steel W/ 5 Shelves	2	12	24
Shelving, SF 84"h Steel W/ 6 Shelves	4	12	48
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
Sink	2	18	36
Sink And Counter	5	0	0
Sink, Mop	1	0	0
Soap Dispenser	6	0	0
Sofa (2 Seat)	2	55	110

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b><u>Inventory Items:</u></b>			
Stall	5	0	0
Stool, Kick-Step	6	0	0
Storage Cabinet	3	18	54
Storage Cabinet, Hazardous Materials	1	20	20
Supply Cabinet	2	18	36
Table, Café	1	65	65
Table, End	3	12	36
Table, Juvenile	8	80	640
Table, Meeting Room	14	0	0
Table, Reader's	1	90	90
Table, Reader's	8	85	680
Technology Carrel	6	30	180
Technology Carrel	8	45	360
Technology Carrel	1	50	50
Technology Counter	3	55	165
Technology Station, Systems Furniture	12	60	720
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Handset	9	0	0
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Urinal	2	0	0
Vacuum Cleaner, Dry Upright	1	8	8
Vendor Card Encoder/Dispenser	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	23	4	92
White Board	2	0	0
Workstation, Children's Desk	1	90	90
Workstation, Circulation Check-In Counter	3	40	120
Workstation, Circulation Check-Out Desk	2	80	160
Workstation, Food Service Counter	1	65	65
Workstation, Reference Desk	1	90	90
Workstation, Sorting Counter	1	50	50
<b><u>Inventory Sub-Total:</u></b>			<b><u>7,972</u></b>

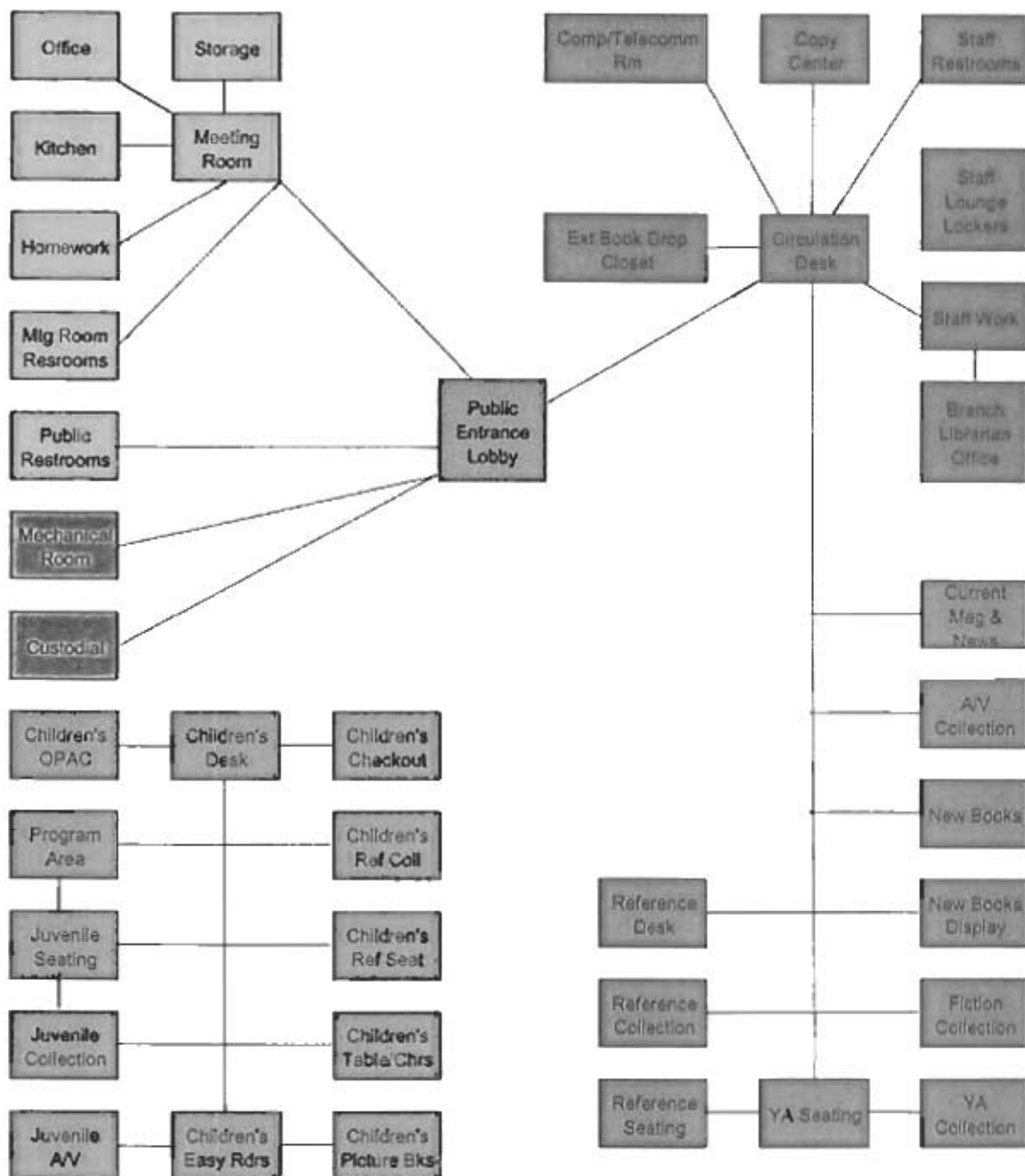
<b>Furniture and Equipment</b>	<b>UNIT QTY</b>	<b>UNIT Sq. Ft.</b>	<b>EXTENDED Sq. Ft.</b>
<b><u>Shelving Units:</u></b>			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	18	18	324
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	54	18	972
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	4	18	72
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	7	18	126
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	49	18	882
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
36" Aisle SF 60"H Steel Shelving W/ 4 Shelves	1	12	12
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	3	12	36
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	16	12	192
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	3	12	36
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	4	12	48
36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves	8	18	144
42" Aisle DF 58"H Bookstore Display Shelving	1	30	30
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	3	12	36
<b><u>Shelving Sub-Total:</u></b>			<b><u>2,946</u></b>

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**Total Net Assignable SqFt for Furniture and Equipment: 10,918**

### III. SPATIAL RELATIONSHIPS

**Mariners Joint Use Library**





**IV. SUMMARY OF SPACE FACILITY REQUIREMENTS****Library Division Square Footage Summary**

<b>LIBRARY DIVISION</b>	<b>DIVISION Sq. Ft.</b>	<b>Percent of Total</b>
ADULT SERVICES	1,322	12%
ADULT FICTION SHELVING	408	4%
ADULT NEW BOOK SHELVING (POPULAR LIBRAR	808	7%
ADULT NON FICTION SHELVING	1,418	13%
CHILDREN'S ROOM	3,122	29%
CIRCULATION SERVICES	1,584	15%
COMMUNITY ROOM	1,962	18%
LIBRARY ENTRANCE	N/A	0%
TEEN CORNER	294	3%
<hr/>		
<b>Net Assignable Square Footage:</b>	<b>10,918</b>	<b>100%</b>
<hr/>		
Non-Assignable Square Footage (@ 25% of Gross):	3,639	
<hr/>		
<b>Gross Square Footage:</b>	<b>14,557</b>	



A Library DESIGN Building Program

Report Printed on: 6/10/2002

## **V. SPACE DESCRIPTIONS**

*(See Exhibit B, Libris Design, pp. 5-2— 5-96)*

**VI. PRELIMINARY PROJECT BUDGET**

<b><u>Line Items</u></b>	<b><u>Eligible</u></b>	<b><u>Ineligible</u></b>
1. New Construction	\$3,146,000	\$
2. Remodeling Construction	\$0	\$
3. Contingency	\$317,625	\$
4. Appraised Value of Building	\$0	\$
5. Appraised Valued of Land	\$0	\$
6. Site Development	\$373,000	\$
7. Site Demolition	\$65,000	\$
8. Site Permits & Fees	\$0	\$
9. Site Option to Purchase Agreement	\$0	\$
10. Furnishings & Equipment Costs	\$544,500	\$
11. Signage	\$11,000	\$
12. Architectural & Engineering Fees	\$376,320	\$
13. Construction Cost Estimator Fees	\$19,500	\$
14. Interior Design Fees	\$32,000	\$
15. Geotechnical/Geohazard Reports	\$8,500	\$
16. Hazardous Materials Consultant Fees	\$0	\$
17. Energy Audit, Structural Engineering, Feasibility & ADA Studies	\$0	\$
18. Library Consultant Fee	\$0	\$
19. Construction/Project Management	\$0	\$
20. Other Professional Fees	\$0	\$
21. Local Project Administration Costs	\$0	\$
22. Works of Art	\$0	\$
23. Relocation Costs & Moving Costs	\$0	\$22,500
24. Acquisition of Library Materials	\$0	\$
25. Other — Database Migration	\$10,000	\$
26. Other — Library Cards, Barcodes, etc.	\$8,000	\$
27. Other — Relocation Tennis Courts, Ballfields, Structures	\$0	\$200,000
<b>28. Total Project Costs</b>	<b>\$4,911,445</b>	<b>\$222,500</b>

# Allocation of the Library's Book Collection

## CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<b><u>Adult/Young Adult</u></b>	<b><u>52.03%</u></b>	<b><u>30,566</u></b>	<b><u>18.56%</u></b>	<b><u>24,892</u></b>	<b><u>9</u></b>
<b>Audio Book Cassette</b>					
Audio Book Cassette	2.86%	1,680	50.00%	840	10
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disc (CD)	3.52%	2,070	20.00%	1,656	25
<b>Browsing</b>					
New Books	4.12%	2,420	50.00%	1,210	8
New Books (Face Out)	0.03%	20	50.00%	10	1
<b>Current Magazines</b>					
Current Magazines	0.20%	120	0.00%	120	1
<b>Current Newspapers</b>					
Current Newspapers	0.02%	10	0.00%	10	1
<b>Fiction</b>					
Fiction	6.81%	4,000	10.00%	3,600	8
Mysteries	4.29%	2,520	10.00%	2,268	8
Paperbacks	1.53%	900	10.00%	810	16
<b>Large Print</b>					
Large Print	0.98%	575	10.00%	517	8
<b>Non-Fiction</b>					
Biography	2.21%	1,300	10.00%	1,170	8
Non-Fiction	17.02%	10,000	10.00%	9,000	8
<b>Ready Reference</b>					
Ready Reference	0.09%	50	0.00%	50	6
<b>Reference</b>					
Reference	2.21%	1,300	0.00%	1,300	6
<b>Video Cassette</b>					
Video Cassette	4.43%	2,601	45.00%	1,431	10
<b>Young Adult</b>					
Young Adult Fiction	0.85%	500	10.00%	450	13
Young Adult Paperbacks	0.85%	500	10.00%	450	16
<b><u>Children/Juvenile</u></b>	<b><u>47.97%</u></b>	<b><u>28,180</u></b>	<b><u>14.54%</u></b>	<b><u>24,082</u></b>	<b><u>14.5</u></b>
<b>Audio Cassette</b>					
Audio Cassette	0.26%	150	15.00%	128	19
<b>Audio Compact Disc (CD)</b>					
Audio Compact Disc (CD)	0.30%	175	15.00%	149	25
<b>Children's Current Magazines</b>					
Children's Current Magazines	0.02%	10	0.00%	10	1
<b>Children's Easy Readers</b>					
Children's Easy Readers	6.30%	3,700	30.00%	2,590	20



**Children's Picture Books**

Children's Picture Books	7.15%	4,200	15.00%	3,570	20
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**Children's Reference**

Children's Reference	0.51%	300	0.00%	300	8
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**Juvenile Fiction**

Juvenile Fiction	11.14%	6,545	10.00%	5,890	13
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**Juvenile Non-Fiction**

Juvenile Non-Fiction	19.41%	11,400	10.00%	10,260	13
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**Juvenile Paperbacks**

Juvenile Paperbacks	1.70%	1,000	20.00%	800	16
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**Video Cassette**

Video Cassette	1.19%	700	45.00%	385	10
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<b>Totals:</b>	<b><u>100.00%</u></b>	<b><u>58,746</u></b>	<b><u>16.63%</u></b>	<b><u>48,974</u></b>	<b><u>11.0</u></b>
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# Shelving the Library's Collection

## TYPE

### CATEGORY

Volume Type  
Shelving Type

Projected  
Volumes  
on Shelf

Volumes/  
Linear  
Foot

**SHELVING**  
**UNIT** **SqFt/**  
**QTY** **UNIT**

**TOTAL**  
**SqFt**

## Book

### ADULT/YOUNG ADULT

24,892

9

--

--

1,680

#### Audio Book Cassette

36" Aisle DF 66"H Steel Shelving W/ 8 Shelves

840

10

4

18

72

#### Audio Compact Disc (CD)

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

1,656

25

5

12

60

#### Biography

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

1,170

8

4

18

72

#### Current Magazines

36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves

120

1

7

18

126

#### Current Newspapers

36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves

10

1

1

18

18

#### Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

3,600

8

11

18

198

#### Large Print

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves

517

8

4

12

48

#### Mysteries

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

2,268

8

7

18

126

#### New Books

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves

1,210

8

6

18

108

#### New Books (Face Out)

42" Aisle DF 58"H Bookstore Display Shelving

10

1

1

30

30

#### Non-Fiction

36" Aisle DF 90"H Steel Shelving W/ 14 Shelves

9,000

8

27

18

486

#### Paperbacks

36" Aisle SF 90"H Steel Shelving W/ 6 Shelves

810

16

3

12

36

#### Ready Reference

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

50

6

1

12

12

#### Reference

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves

1,300

6

7

18

126

#### Video Cassette

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves

1,431

10

5

18

90

#### Young Adult Fiction

36" Aisle SF 66"H Steel Shelving W/ 4 Shelves

450

13

3

12

36

#### Young Adult Paperbacks

Paperback SF 66" Shelving Unit W/ 5 Divider Shelves

450

16

3

12

36

### CHILDREN/JUVENILE

24,082

14.5

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--

1,266

#### Audio Cassette

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

128

19

1

12

12



**TYPE****CATEGORY**Volume Type  
Shelving TypeProjected  
Volumes  
on ShelfVolumes/  
Linear  
Foot**SHELVING**  
UNIT SqFt/  
QTY UNIT**TOTAL**  
SqFt**Book****CHILDREN/JUVENILE****24,082 14.5 -- -- 1,266****Audio Compact Disc (CD)**

36" Aisle SF 60"H Steel Shelving W/ 4 Shelves

149 25 1 12 12

**Children's Current Magazines**

36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves

10 1 2 12 24

**Children's Easy Readers**

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves

2,590 20 8 18 144

**Children's Picture Books**

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves

3,570 20 10 18 180

**Children's Reference**

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

300 8 3 12 36

**Juvenile Fiction**

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves

5,890 13 16 18 288

**Juvenile Non-Fiction**

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves

10,260 13 27 18 486

**Juvenile Paperbacks**

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

800 16 4 12 48

**Video Cassette**

36" Aisle SF 66"H Steel Shelving W/ 5 Shelves

385 10 3 12 36

**Totals for Book:****48,974 11.04 -- -- 2,946**

**FUNCTIONAL ACTIVITY**

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

**SPATIAL RELATIONSHIPS**

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

**CLOSE:**

Circulation Services  
Browsing Collection  
Non-Fiction Collection

**PROXIMITY:**

Library Entrance

**AWAY:**

Children's Library

**DIVISION SPACE SUMMARY**

<b>Branch Librarian's Office</b>	<b>145</b>
<b>Reference Collection &amp; Seating</b>	<b>894</b>
<b>Reference Desk</b>	<b>283</b>
<b>TOTAL:</b>	<b>1,322</b>





**Functional Activity**

This area is to serve as the Branch Librarian's office. The office must have a door to close during employee evaluations as well as customer conversations.

**Occupancy**

Chair, Task: 1  
Chair, Visitor: 2

**Relationships**

Adjacent: Staff Workroom  
Teen Corner  
Staff Lounge  
Close: Popular Library  
Circulation Desk  
Proximity: Reference Desk  
Adult Non-Fiction

**Flexibility**

This area will not expand.

**Finishes****CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls; Hanging track;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted); Vinyl or tile floor  
around any water fountains

**HVAC**

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

**Telecommunications**

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Chair, Task</b>	1	0	0
Low back mid-quality with casters 25" w x 25" d			
<b>Chair, Visitor's</b>	2	15	30
<b>Computer, Staff Desktop</b>	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
<b>Credenza</b>	1	25	25



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
60"w x 24"d x 30"h <b>Desk, Supervisor's</b>	1	60	60
66"w x 30"d <b>File Cabinet, Vertical (Four Drawer)</b>	1	14	14
18"w x 29"d x 52"h <b>Shelving, SF 84"h Steel W/ 6 Shelves</b>	1	12	12
3"w x 12"d unit <b>Waste Basket</b>	1	4	4
13"w x 15"d x 15"h			



**Function/Activity**

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

**Occupancy**

READER SEATS: 32

**Collections**

This area will house a 1,300 volume reference collection.

**Relationships**

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

**ADJACENT:**

Reference Desk

**CLOSE:**

Copy Center

On-line Public Access Catalog (OPAC)

**PROXIMITY:**

Non-Fiction Collection & Seating

**AWAY:**

Children's Library

**Flexibility**

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

**Environment**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Materials**

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls; Hanging track;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted); Vinyl or tile floor  
around any water fountains

**Access**

The Reference Collection and Seating Area must be accessible by means of a 36" minimum



aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

#### **Climate**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

#### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one single data drop (jack) per reader seat, with a minimum requirement of network



connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

#### Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 1300 Reference	7	18	126
<b>Description of Furniture &amp; Equipment Units</b>			
Chair, Reader's 21" w x 21" d	32	0	0
Printer, Laser (B&W)	2	0	0
Table, End	1	12	12



**Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
30"w x 30"d x 20"h			
<b>Table, Reader's</b>	<b>8</b>	<b>85</b>	<b>680</b>
66"w x 36"d x 29"h (4 Person)			
<b>Technology Carrel</b>	<b>2</b>	<b>30</b>	<b>60</b>
36"w x 30"d (1 Person) stand-up w/ power & data management			
<b>Waste Basket</b>	<b>4</b>	<b>4</b>	<b>16</b>
13"w x 15"d x 15"h			



**Functional Activity**

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk to allow patrons to sit. Staff will frequently be out on the floor working with patrons at the technology workstations, in the Reference Collection, and in the Non-Fiction Collection. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

**Occupancy**

PUBLIC SERVICE DESK WORKSTATIONS: 2  
VISITORS CHAIR: 1

**Collections**

A ready reference collection will be housed in this area.

**Relationships**

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be close to the OPAC cluster, and the Reference Collection for supervision and to provide assistance. The Desk should also be close to the Non-Fiction Collections. It should be in close proximity to the Young Adult Collection, Fiction Collection, and the Popular Library.

**ADJACENT:**

Popular Library  
Reference Collection & Seating

**CLOSE:**

OPAC  
Non-Fiction Collection & Seating  
Teen Corner  
Browsing Area

**PROXIMITY:**

Fiction Collection & Seating  
Periodical Collection & Seating  
Circulation Desk

**Flexibility**

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

**Penetration**

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

**CEILING:**

Acoustical tile  
WALLS: Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering  
FLOOR: Anti-static carpet tile

#### Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

#### HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

#### Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

#### Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

#### Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk.

#### Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	1	12	12





**Furniture & Equipment and Shelving Units**

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
-------------	-----------------	---------------------

50 Ready Reference

**Description of Furniture & Equipment Units**

<b>Book Truck</b> 36"w x 24"d	2	10	20
<b>Chair, Task</b> Low back mid-quality with casters 25"w x 25"d	2	0	0
<b>Chair, Visitor's</b>	1	15	15
<b>Clock</b> Wall-mounted	1	0	0
<b>Computer, Staff Desktop</b> Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	2	0	0
<b>Copier, B&amp;W Freestanding</b> Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
<b>File Cabinet, Lateral (Two Drawer)</b> 36"w x 18"d x 28"h	2	20	40
<b>Printer, Laser (B&amp;W)</b>	1	0	0
<b>Queuing Space (Per Person)</b>	4	6	24
<b>Shelving, SF 60"h Steel W/ 5 Shelves</b> 3'w x 12"d unit	2	12	24
<b>Telephone Handset</b>	2	0	0
<b>Waste Basket</b> 13"w x 15"d x 15"h	2	4	8
<b>Workstation, Reference Desk</b> 7'w x 30"d w/ 7' behind desk & 3.5' in front	1	90	90



### FUNCTIONAL ACTIVITIES

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

### SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

#### CLOSE:

Popular Library  
Browsing  
Circulation Services

Reference Desk

#### PROXIMITY:

Library Entrance  
Reference Services  
Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection & Seating		408
TOTAL:		408



**Functional Activity**

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection.

**Collection**

This area contains 7,095 items. The following genres are represented: Fiction, Mystery, Westerns, and Science Fiction. Included in the total is 517 Large Print titles.

**Relationships**

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area. Many of the library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

**CLOSE:**

Popular Library  
Browsing  
Circulation Services

Reference Desk

**PROXIMITY:**

Library Entrance  
Reference Services  
Non-Fiction Collection

**Flexibility**

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Lighting**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or  
Fabric wall covering; Corner guards for columns and walls; Hanging track;  
Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile or heavy weight commercial anti-static carpet  
with enhanced backing (No carpet pad permitted); Vinyl or tile floor  
around any water fountains

**Access**

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle



requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Circulation**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

#### **Climate**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

#### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**



One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### Security

The Fiction Collection will be supervised by the staff at the Circulation and Reference Desks. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

#### Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelv library materials"), and donor recognition plaques.

#### Furniture, Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle DF 90"H Steel Shelving W/ 14 Shelves</b>	<b>7</b>	<b>18</b>	<b>126</b>
3'W x 24"D unit w/end panels			
2268 Mysteries			
<b>36" Aisle DF 90"H Steel Shelving W/ 14 Shelves</b>	<b>11</b>	<b>18</b>	<b>198</b>
3'W x 24"D unit w/end panels			
3600 Fiction			
<b>36" Aisle SF 90"H Steel Shelving W/ 6 Shelves</b>	<b>3</b>	<b>12</b>	<b>36</b>
3'W x 12"D unit w/end panels			
810 Paperbacks			
<b>36" Aisle SF 90"H Steel Shelving W/ 7 Shelves</b>	<b>4</b>	<b>12</b>	<b>48</b>



## Furniture & Equipment and Shelving Units

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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3'W x 12'D unit w/end panels  
517 Large Print

### Description of Furniture & Equipment Units

